

RECORDS DISPOSITION SCHEDULE 6

COMMISSIONER RECORDS

This schedule covers records accumulated in Headquarters Offices of the HPMC-FHA Commissioner. This was Records Control Schedule FHA-6.

<u>Item No.</u>	<u>Description of Records</u>	<u>Disposition</u>
A. POLICY		
1.	Records of the Establishment of Committees. These files contain data with respect to the formal establishment of committees by the Commissioner and include data relating to the responsibility to be assumed by each committee on behalf of the Commissioner.	Disposal not authorized. (NARA Job II-NNA-874, item 2)
2.	Confidential Files, Office of the Commissioner. These files relate to matters which are, for reasons of security or prudence, confidential.	Disposal not authorized. (NARA Job II-NNA-874, item 4)
3.	Commissioner Speeches and Statements Before Congressional Committees. These are record copies of speeches delivered by various FHA Commissioners since the inception of the Federal Housing Administration in 1934, and statements made to Congressional committees.	Disposal not authorized. Transfer speeches to the Federal Records Center at the end of each Commissioner's tenure, and Congressional statements 1 year after the close of the calendar year involved. (NARA Job NN-166-164, item 3)
4.	Press Release (Copies). These are copies for reference. Record copies of all FHA Press Releases are retained by the HUD library.	Destroy 1 year after the close of the calendar year involved. (NARA Job NN-166-164, item 4)
5.	Interoffice Memoranda of Policy Nature. These are memoranda and correspondence among the Commissioner's office and other organizational elements of FHA. They are both policy and informational in nature, on subjects warranting the attention of the Commissioner,	Destroy nonrecord material 1 year after the close of the calendar year involved. Retain record material. Transfer record material to the Federal Records Center 1 year after the close of the calendar year involved, except material judged

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	Deputy Commissioner, or Assistant Commissioner (Executive Officer). They also contain action of certain current committees.	by the Commissioner's office to have continuing usefulness. (NARA Job NN-166-164, item 5)
6.	Correspondence With Various Associations. This is official correspondence between various associations, such as the Home Builders, Mortgage Bankers, etc., and the Federal Housing Administration.	Disposal not authorized. Transfer to the Federal Records Center 1 year after the close of the calendar year involved. (NARA Job NN-166-164, item 6)
7.	Commissioner's Correspondence With Field Offices. These are record copies of correspondence with field offices originated by the Office of the Commissioner.	Disposal not authorized. Transfer to the Federal Records Center 1 year after the close of the calendar year involved. (NARA Job NN-166-164, item 7)
8.	General Files of the Commissioner, Filed by Subject. These files include some policy records, as well as nonrecord material. Generally, the principal record copies are maintained by the function originating the material. These records reflect the broad aspects of the FHA programs and the problems involved. Records of policy nature prior to 1947 are maintained in the FHA Archives Files.	Destroy nonrecord material 1 year after the close of the calendar year involved. Retain policy and record material. Transfer policy and record material to the Federal Records Center 1 year after the close of the calendar year involved, except material judged by the Commissioner's office to be of continuing usefulness. (NARA Job NN-166-164, item 8)
9.	General Correspondence With the Public. These files include correspondence with the general public, industry groups, etc. They also contain reference material originated with such groups.	Retain record material. Transfer to the Federal Records Center 1 year after the close of the calendar year involved, except material judged by the Commissioner's office to be of continuing usefulness. (NARA Job NN-166-164, item 9)
10.	Inter-Departmental Correspondence, Office of the Commissioner. These are files of correspondence with other agencies of the Government, and	Destroy nonrecord material 1 year after the close of the calendar year involved. Retain record material. Transfer to

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	with the Office of the Secretary and other elements of the Department of Housing and Urban Development.	the Federal Records Center 1 year after the close of the calendar year involved, except material judged by the Commissioner's office to be of continuing usefulness. (NARA Job NN-166-164, item 10)
B. PROGRAM		
11.	Administrative Issuances and Field Office Directives. These are non-record copies of various issuances needed for reference in the Office of the Commissioner.	Destroy when superseded or obsolete. (NARA Job NN-166-164, item 11)
12.	Appropriations Records, Including Copies of Legislative Hearings. These are informational copies of budget and appropriations data and are maintained solely for reference of the immediate office in connection with developing programs.	Destroy 1 year after the close of the calendar year involved. (NARA Job NN-166-164, item 13)
13.	Legislation. These are files of bills, hearings, reports, and Departmental positions on legislative matters pending in Congress. They are basically nonrecord materials, with the principal records being maintained in the Legal Division.	Destroy at the end of each Congress (2 years). Any record material in this file is to be transferred to either the Program Division or the Legal Division for inclusion with their records. (NARA Job NN-166-164, item 14)
C. ADMINISTRATIVE		
14.	Records Pertaining to the Administrative Operations of the Office of the Commissioner. These files, maintained for current usefulness of the immediate office, include travel data, personnel data, miscellaneous correspondence not of a substantive nature and similar material.	Destroy after 2 years. (NARA Job NN-166-164, item 15)

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15.	Congressional Correspondence. These are largely files of carbon copies of correspondence with members of Congress.	Destroy nonrecord material 1 year after the close of the calendar year involved. Retain record material. Transfer record material to the Federal Records Center 1 year after the close of the calendar year involved. (NARA Job NN-166-164, item 16)
16.	Trip Files, Office of the Commissioner. This file is a record of trips made by the Commissioner and his immediate staff. It includes travel data, correspondence, purpose of travel, etc. Principal travel records are maintained by the Travel function of the Office of General Services and the Office of Finance and Accounting.	Destroy at end of a Commissioner's tenure. (NARA Job NN-166-164, item 18)
17.	Division Reports to the Commissioner. These are reports received from the several Divisions on various subjects. They include monthly reports of progress in current activity, special reports regarding Division progress on specific assignments or programs and other reports of a similar nature. They are informational in character and are of only temporary value since statistics developed by the Research and Statistics function and annual reports prepared for the Congress will serve to document the extent of FHA program activity under the various titles of the National Housing Act.	Destroy after 6 months with the exception of material judged by the Commissioner's office to be of continuing usefulness. (NARA Job NN-166-164, item 19)

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D. INTERGROUP RELATIONS		
18.	Correspondence and Reports Addressed to Regional Directors, Field Operations Function, From Intergroup Relations Service Advisors in the Field (copies). These records are to be retained to document the Intergroup Relations Service function as files of the Regional Directors, Field Operations function are destroyed after 3 years.	Destroy nonrecord material including any duplicates of reports or correspondence 1 year after the close of the calendar year involved. Retain record material. (NARA Job NN-166-164, item 20)
19.	Records of Complaints and Supporting Memoranda Filed by Individuals and Organizations Pursuant to the President's Executive Orders 11063, 10925 and 11114. These are official records pertaining to the agency's administration of its responsibilities under the said Presidential Executive Orders.	Destroy duplicates of complaints, correspondence, etc., 1 year after close of the calendar year involved. Retain record material. (NARA Job NN-166-164, item 21)
20.	Correspondence With Various Public Agencies, Quasi-Official Bodies, Private Organizations, and the Public. These files contain official correspondence with real estate brokers, fair housing committees, National Urban League, etc.	Destroy nonrecord material 1 year after the close of the calendar year involved. Retain record material. (NARA Job NN-166-164, item 22)